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UNITED STATES GOVERNMENT

# Memorandum

TO      : COINS Project Manager

Serial: COINS/1Ø5-7Ø
DATE: 13 March 197Ø

FROM    : Chairman, COINS User Support Panel (CUSP)

SUBJECT: Monthly Report (February)

I. GENERAL

A. CUSP MEETING - The following persons met at DIA on 26 February:

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The next meeting is scheduled for 1ØØØ on 26 March at CIA.

B. COUNTRY CODE CHANGE - On or about 7 April, DIA plans to convert all
country codes in their COINS files to the new standard geopolitical codes approved
by DoD and which are expected to be promulgated by BoB as a Federal Standard.
These changes will be reflected in the COFSA descriptions.

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C. NEW FILE - DIA's Photo Coverage Index file on its IBM 36Ø
Virginia is expected to be available for querying through the system at Arlington
Hall sometime in April. Special query techniques will be required, but when these
become available it will be possible for all COINS users to query that file. It
contains uncompartmented photo information, primarily at the SECRET-level.

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D. CTB FILE STATUS -                who is the COINS Subsystem Manager for CIA
and NPIC, has informed that the NPIC Target Brief Header (CTB) file which was
removed from COINS in November will not be returned. It will be replaced by
another file at NPIC, but the specific one has not been determined.

E. FILE MAINTENANCE SCHEDULES - In accordance with our discussions on this
subject, I plan to include as an attachment to my future monthly reports a list
of all files in COINS, the date of the last file maintenance for each, and the
date level of the information in each (your memorandum, COINS/Ø78-7Ø, dated 26
February, applies). The information presented will be as of the end of the month.

F. GUIDELINES FOR COINS FILE SPONSORS AND USERS - COINS Operational Procedure
Number 4-197Ø on this subject was submitted for reproduction on 26 February, and
is expected to be printed and distributed to all participating agencies by
mid-March.

## II. EFFORTS TO MOTIVATE AND TRAIN USERS

A.   TRAINING CLASSES - As was pointed out in my semi-annual report, the need for formal training classes in the use of COINS files has not existed thus far, primarily because the present system cannot accomodate a significant increase in usage. We have been concentrating instead on establishing at least one family of users at each agency through informal "on-the-job" training. When NSA and DIA change to their new systems (TILE and ANSRS), however, some classroom training may become necessary. CUSP plans for handling this problem are as follows:

1.   TILE - NSA has produced a training manual designed for self teaching away from a terminal, and copies have been provided to NSA users and CUSP members from other agencies. When the system is placed on-line (in June?) "hands-on" training for those who feel they need it will be provided by NSA on the three terminals it has in its training room, and each person can set his own pace. CUSP members plan to take advantage of this, and once they have learned TILE will devise their own plans for teaching it at their agencies, based upon individual agency needs.

2.   ANSRS - This system is already operating at DIA, but COINS files will not be included in it until October; therefore, it is too early to begin training personnel at other agencies in its use. Meanwhile, CUSP members have been provided with ANSRS reference manuals, and will learn the system as soon as possible so that they can train users at their agencies before the October rollover. DIA personnel have consented to assist CUSP members at any time, either individually or as a group.

3.   OTHER AIDS - In addition to training, at the appropriate time all outstanding user aids produced by the CUSP, e.g., the COINS USER WORKBOOK and the COINS USER RETRIEVAL GUIDE, will be updated to reflect the new languages. It should be noted here that use of the samples provided in the WORKBOOK requires no understanding of the languages involved.

B.   USER FAMILIES - NSA remains as the only participating agency which has people making regular operational use of files at other agencies -- and in this case it is 99% NSA to DIA. In all other cases it is difficult to impossible for an analyst to find COINS information outside his own system which can be regularly useful to him. I know some measures are planned for files and the system which will improve this situation, if and when they are implemented, but meanwhile, we must recognize that our chances of establishing regular inter-agency users anywhere but at NSA are not very good in the present COINS environment.

C.   FILE SEMINARS

1.   BIOGRAPHICS - Approximately 40 persons representing all COINS participating agencies attended a three-hour seminar on 5 February at CIA on the subject of biographics files in COINS. File briefings were given as follows:

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AGENCY        BRIEFER            COINS FILES COVERED

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The briefers were very candid in presenting their files and in answering the many specific questions asked by those present.

After the briefings and discussions on each file, several general items were discussed which elicited the following information/recommendations:

    a. Very little operational use is being made of [        ] files    25X1 in COINS, primarily because they are not current enough.

    b. Solution of the problems of consolidating files or achieving data standards in COINS [        ] will require special efforts because of the many local problems involved. Everyone agrees that something should be done, but no one wants to volunteerly give up methods that have been devised specifically for his own use.

    c. On the subject of additional files, the following suggestions were made:

        (1) A community-wide list of possible COINS files should be compiled and distributed to users/potential users for their review and recommendations.

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RESULTS

    Considerable interest in this method of exchanging information on COINS files was expressed by those attending. Whether or not it will result in increased usage of biographics files in COINS cannot be determined; however, file sponsors were impressed by the interest shown, and are increasing their efforts to update the files. Of course, other hindrances to usage of COINS files exist, but for operational use, file maintenance is most important, and if it is significantly improved, increased usage will undoubtedly occur.

    2. FUTURE PLANS - A seminar on installation files in COINS is planned for the near future, but the date and place have not been set. Later, one (or more) will be held on order-or-battle files in COINS. Also, briefings will be arranged in the future on files that are added to COINS.

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## III. USER AIDS

A. WORKBOOK - The COINS USER WORKBOOK dated February 197Ø was submitted for reproduction on 17 February, and is expected to be printed and distributed in mid-March. This aid will be a handy tool for new COINS users, because its use requires no knowledge of the retrieval languages involved.

B. COMBINED RETRIEVAL GUIDE - Work is progressing satisfactorily on this document; a draft is expected to be ready in early March for coordination with all participating agencies. The April target date still looks good, provided we do not run into problems in the reproduction process.

C. COFSA - More thought has been given to the problem of providing on-line file descriptions when DIA goes to its ANSRS system. The predominance of opinion is that plans should be made to continue providing this capability. [                    ]  25X1

25X1  [                    ] feels that DIA can build into ANSRS the same capability we now have in DIAOLS (i.e., the COFSA file), and is working on it.

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Chairman, COINS User Support Panel

cc: CUSP Members
     Subsystem Managers
     Chairman, Test & Analysis Panel
     Chairman, CACIP
     Chairman, Software Security Panel

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